



Credential Counselors and Analysts of California
Board of Directors and President's Advisory Committee
AGENDA

Tuesday, January 28, 2020
8:30 a.m. – 2:00 p.m.
DoubleTree – Bear River Room

Call to Order

After a quorum was determined, the January 2020 meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Denise Payne at 8:39 A.M.

BOARD OF DIRECTOR'S PRESENT: Denise Payne, Tina Torres, Jennifer Elemrani, Jenny Teresi, Niza Ortiz, Rachelle Sousa

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Susan Taylor, Jason Drewry, Kandi Gravenmier, Myla Adeva, Shannon Nelson, Maricela Ibarra

EXCUSED ABSENCES: None

CONFERENCE COMMITTEE MEMBERS: Paul Deal, Edith Thiessen, Katie Tucciarone.
Excused absences: Hunter Ferrara and Susan Carlisle.

Approval of Agenda

Action: A motion was made by T. Torres, seconded by J. Teresi to approve the January meeting agenda. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous. A copy of the agenda is attached to the minutes.

Approval of Minutes

Action: A motion was made by J. Elemrani, seconded by R. Sousa to approve the November business meeting minutes. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Welcome

D. Payne thanked everyone for being a part of the 2020 CCAC leadership. She recognized the time commitment required to keep the organization going.

Reports of Officers and Committees

President's Report – D. Payne

- **New Website**

D. Payne stated she has been working with Aaron Marquez to develop the new CCAC website. Everyone in the room expressed their satisfaction with the look and usefulness of the website. PayPal is now a function linked to the membership tab and available to those who wish to become new members.

D. Payne explained the need for someone to manage the website and future development. The group agreed with the need and a new person to be appointed to the role.

On a final note, D. Payne said there were some delays in setting up G Suite, but all has been resolved and the emails set up for the BOD/PAC are ready for use.

- **CCAC Philosophy**

The Board will review the current CCAC philosophy and determine if there is a need for updating or is it in line with where the group sees the organization moving toward the future. D. Payne asked the group to think about the questions and discuss this topic during the CCAC April Board Meeting.

- **CTC Methodology Survey**

The CTC Methodology Survey has been launched and D. Payne expressed her gratitude to T. Torres and J. Drewry for the countless hours it took to put all the information together. T. Torres stated the current process to collect and update the information time-consuming and laborious. She explained the information gathered would benefit from a streamlined approach and download report to put it all together. She asked the group to come up with suggestions on how to create a better business practice for this task. She closed by saying the current process task is not one that can be shared by a team, instead it requires the attention of one person.

In collaboration to support CTC with their requirement collect the information, CCAC cannot control how the information is currently gathered, but may make suggestions to CTC to collect the information in a different format. This collaborative task will be revisited each year between CCAC and CTC depending on availability of schedules.

- **Policies**

Policies and by-laws are topics in which CCAC must focus on this year. D. Payne stated the group must work on assuring that they are always up to date. J. Teresi and J. Elemrani stated the group worked on policies and by-laws last year and much progress was made. D. Payne would like to see the task completed this year. The Board will continue to review and update.

- **April BOD/PAC guest speakers confirmed: CTC and Pearson Exam Representatives**

Commission on Teacher Credentialing and Pearson Exam unit representatives will be present at the April Board Meeting.

- **Frequent communications with membership**

D. Payne explained her desire to have continuous but relevant communication with CCAC members. She would like to see emails going out that contain valuable and useful information for members. She explained our email server has the capability to collect information that shows how many people opened the email by numbers or percentage, how fast the email was opened, who wants to unsubscribe, etc. The group discussed the possibility of sending out emails containing “hot facts”, topics which are being discussed by the Commission. It was also recommended that CCAC send out a snippet of the CTC highlights to its members.

DropBox Presentation and Processes – P. Deal

P. Deal gave a presentation to the group on DropBox, which is the file repository website used by the CCAC for document storage. P. Deal explained how to upload, search for, and download documents to

and in between the many folders associated with the organization. He created a list of CCAC folders and asked the group to review their current access and give him a list of missing folders they would like access to. D. Payne emphasized the importance of sharing folders that are created by the members with the organization so information is not lost. Folders should be shared with the organization through the CCAC leadership email.

R. Sousa, Treasurer, provided an overview of the Treasurer folders and the purpose of each folder.

P. Deal explained the importance of consistency when logging in by using the CCAC email instead of their personal email. D. Payne asked that the members move away from the practice of using their work email and instead use CCAC emails for all organization purposes. M. Adeva stated the Senior and Junior representatives share a CCAC email and asked if it was possible for each member to have their separate emails. D. Payne explained that during the creation of the G-Suite, the organization had access to a limited amount of emails that could be created. M. Adeva explained she believes there is room for miscommunication if separate emails are not created. With the G Suite concern resolved, there is now room to expand the number of emails created for CCAC communications. Following the meeting, the group worked in teams to accomplish this task.

Immediate Past-President – J. Teresi

- **2020 Spring Regionals**

2020 Spring Regionals have been set. The dates and locations are as follows:

- March 18, 2020 – California State University, Chico
- March 19, 2020 – San Joaquin County Office of Education, Stockton
- March 24, 2020 – California State University, Northridge
- March 25, 2020 – San Bernardino County Superintendent of Schools
- March 30, 2020 – Sacramento County Office of Education
- April 8, 2020 – Capistrano Unified School District
- April 9, 2020 – San Diego County Office of Education (San Marcos Location)

Paying for spring regional registration online was highlighted as a new feature of the website now can accept payments. There was additional discussion regarding the requirement to be a CCAC member to be allowed to attend the regional trainings.

Last year, the spring regional trainings were successful. The current 2020 Spring Regional numbers of attendance are as follows:

- Orange County: 98
- Riverside: 97
- San Joaquin: 100
- UC, San Diego: 30
- California State University, Northridge: 68
- California State University, Chico: 29
- Sacramento County Superintendent of Schools: 80

Registration will open on February 10, 2020, for all scheduled sites and the registration fee is \$49.99 per person. Registration includes training, light breakfast, and lunch. Meal fees and payment processes will be coordinated with site hosts. There is no fee required for CCAC Board or President's Advisory Committee as a perk of volunteering to serve the organization throughout the year.

Action: A motion was made by T. Torres, seconded by J. Elemrani to approve the CCAC Spring regional registration fee ~~price~~ to \$49.99 J. Teresi opposed, no abstentions, and the motion carried, the vote to approve was not unanimous.

M. Adeva will continue coordinating the registration of the event.

Vice President Programs, Conference Chair Report – T. Torres

Ted Andrew's Winter Symposium (TAWS) January 7-9, 2020

T. Torres and R. Sousa attended the TAWS conference in early January. The conference was well attended. The topic of the conference was "Diversity for Administrators. Torres explained this has been a constant issue nationwide and the conference presented topics such as how to support and mentor teachers to come into administrator roles. T. Torres enjoyed networking and learning about how other states work with teacher credentialing. She stated she noticed that a lot of states are focused on "Grow your Own" programs. R. Sousa stated the CCAC was hoping to present at the NASDTEC conference in June, but the date to submit requests was prior to CCAC's membership with their organization. CCAC is now a member and looks forward to opportunities to submit future proposals for presentations.

D. Payne explained CCAC is the only organization of its kind and other states are interested in CCAC operations and learning more about it.

2019 Post-Conference Survey

T. Torres explained she uploaded the post-conference survey summary and will send it via email to BOD/PAC members. She highlighted the trends per question and would like to have a discussion regarding the top four trends. D. Payne thanked P. Deal and J. Elemrani for sending out the survey and remarked that this was the fastest post-conference survey sent out, prompting members to complete the survey upon departure of conference. T. Torres will print out the survey so that the group can discuss what changes must be made or considered. She explained the survey was shared with the leadership team at the Commission.

2019 Conference Final Numbers: 870 members registered.

Vice President Membership Report – J. Elemrani

Membership numbers

J. Elemrani reported that total membership for the new 2020 membership year is currently 892:

District: 516

County: 146

IHE: 135

Charter: 84

Other: 11

J. Elemrani noted that IHE numbers look low and suggested looking more closely at historical data to confirm. The group discussed the need to continue recent focus to ensure that relevant content for IHEs is provided at conference.

Membership applications are available on the CCAC website and both the application and membership fees are now submitted online. Since the link went live on January 24, 2020, a total of 16 applications have been received.

Annual letter - The group discussed the letter that is updated annually, confirming where the list of active members and their information is kept and who is responsible for updating the information. The letter is being updated and a copy of it will be kept in the Secretary's folder as well as the Treasurer's Start-up folder.

Processes for tracking - A workbook with multiple tabs is maintained and contains the information of all CCAC members. Currently J. Elemrani emails E. Thiessen with new membership information which ensures that the new members are added to the email distribution list. J. Elemrani noted that this process should be discussed with the new website manager.

Access to tracking lists. Excel in DB? Back-up person? The group discussed the possibility of uploading the tracking list to the Dropbox. The list will be updated periodically in Dropbox, so will not always be the most current list. Questions regarding membership should continue being addressed to J. Elemrani.

Life Members – Suggestions for 2020: The life members list has not been reviewed recently. The group was encouraged to think of potential nominations, for someone who has gone above and beyond to help the mission of CCAC.

There have been no membership fee changes for the 2020 year.

Treasurer Report – R. Sousa

CPA update

R. Sousa explained that guidance received from the CPA hired by CCAC has been minimal. With the re-evaluation of the organizational structure over the past year, it is recommended that the organization explore bookkeeping services with a company who has a broader level of an expertise working with non-profits. T. Torres thanked R. Sousa for the countless hours spent working on CCAC financials and researching complex issues. The Board also fully agreed and appreciated the Treasurer's many extend hours working through details. T. Torres suggested that a professional bookkeeper should be hired to handle CCAC financials; D. Payne agrees with the organizational need. R. Sousa will research possible bookkeepers and will present the information to the group during the April board meeting.

Forms/processes

- a. W-9 forms must be collected from all payees before payment is made. The CPA will mail 1099 forms to anyone who receives more than \$600 from the organization.
- b. Car rentals will require the purchase of full insurance. R. Sousa has worked with Enterprise who has agreed to rent cars to CCAC for a discounted amount. She will reach out to the company to see if a discount towards insurance can be considered.
- c. The PayPal account set up for the CCAC has been updated to reflect non-profit status.
- d. R. Sousa suggests CCAC credit cards should be used for travel and car rental purposes. She explained that the points accumulated can be used to offset some of the costs.
- e. Early bird check-in charges for flights are at the expense of the traveler and will not be a reimbursable expense by CCAC.

Secretary Report – N. Ortiz

2020 Hotel lodging contracts/reservations

P. Deal sought bids from several hotels in the Sacramento area. CCAC finalized contracts with Double Tree for the 2020 year of established meeting dates for the Board of Directors & President's Advisory Committee. D. Payne and the group acknowledged P. Deal's hard work and thanked him for the substantial savings for the organization accomplished by signing the contracts. N. Ortiz confirmed that contracts have been signed for each board meeting in 2020 and emphasized the importance of everyone verifying their attendance to get the rooming list to Double Tree on time.

Minutes – BOD and CC meetings

The Secretary is responsible to take minutes for the Board of Directors and Conference Committee meetings will fall on the Secretary. It was agreed that keeping notes during the conference committee meetings was best practice and helpful for reference.

Traveling Mailbox – Secretary to shadow with Myla

D. Payne stated she would like N. Ortiz to shadow with Myla to learn the Traveling Mailbox process. J. Teresi explained she thought it would be a good idea to hold off on the transition of the responsibility. The group discussed cross-training in different roles, especially in the registrar's duties. It was determined that the Traveling Mailbox tasks are intermittent throughout the year except for peak season leading up to conference.

Advisory Committee Member's Reports

- Reports were given by committee members.
- Recommendations for membership involvement
 - Sending thank-you letters
 - Speaking to employers about the benefits of CCAC involvement

Adjourn: 1:04 P.M.

Reconvened: January 29, 2020 at 2:04 P.M.

The team worked in three groups:

- Budget – The 2019 CCAC financial statement was compared against the 2017 CCAC financial statement. It was agreed to allocate expenses to more defined categories. These changes make the financial statement easier to understand and more transparent.
- Dropbox and CCAC emails – The group worked on the Dropbox folders and gaining access to email addresses associated with CCAC business.
- Eventbrite – The Spring Regional registration links were reviewed and it was determined changes needed before the links go live to the CCAC members.

Adjourn: 5:00 P.M.

Next meeting:

CCAC April Board of Directors and President's Advisory Committee: Tuesday, April 21, 2020, 8:30 a.m., DoubleTree

CCAC/CTC Conference Committee Meeting: Wednesday, April 22, 2020, 8:30 a.m., Commission Room

Respectfully submitted,
Niza Ortiz
CCAC Secretary